



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: Programme Budget Associate, GS6, #126652	Job Level: GS
Supervisor Title/ Level: Budget Specialist, P3	Job Profile No.:
Organizational Unit: Planning, Monitoring & Evaluation	CCOG Code: 2A01
Post Location: N'Djamena, Chad	Functional Code: PM&E
	Job Classification Level: GS6

II. Job organizational context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context: UNICEF is implementing the expansion of the cooperation Programme agreed with the Government of Chad to better contribute to address national priorities and emerging needs faced by the most vulnerable children. This expansion of the Programme is being implemented through technical cooperation, capacity building, supply delivery, and communication and advocacy strategies aiming to strengthen national capacity in the areas of Nutrition, Health, Water, Sanitation and Hygiene (WASH), Protection and Education, including a significant component of the construction of infrastructures (health, education, and wash facilities)

Purpose for the job: Under the supervision of the Budget Specialist, the Programme Budget Associate is responsible for the provision of specialized activities pertaining to Programme budgeting, grants, and financial management and reporting. S/he supports his/her team's commitment to financial integrity by acting as a responsive service provider with a focus on results that are driven by UNICEF's mission and values. The Programme Budget Associate performs skilled, technical work, which may include the provision of procedural guidance to more junior staff. The Programme Budget Associate will provide support to ensure timely commitment and spending of the construction funds before the operational and/or financial closure of the Grants.

III. Key functions, accountabilities, and related duties/tasks:

1. Programme and Operations Budgeting

The Programme Budget Associate provides accurate reports and supports supervisor with respect to the development of well-formulated budget proposals and administration of all facets of approved budgets.

- Provides support with respect to the review, analysis and preparation of the budget plans and its revisions.
- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals.
- Assists managers in the elaboration of resource requirements for budget submissions to donors.

- Monitors expenditures and comparing with approved budget; preparing adjustments as necessary.
- Assists in preparation of budget implementation submissions and finalization of budget implementation reports, analyzing variances between approved budgets and actual expenditures.
- Monitors integrity of various financial databases.
- Verifies accuracy of financial data, ensuring consistency of data in previous allotments to new allotments issued.
- Prepares recurring reports as required for budget preparation, audits or other reasons.
- Maintains budget files, records and monitoring systems and other data for day-to-day transactions and reports on digital storage.
- Prepares detailed cost estimates, and participates in budget analysis and projects, as required.

Grant Monitoring

The Programme Budget Associate performs grant monitoring for Country Office and Field Offices, with specific emphasis to Grants allocated for construction works. This includes diligently reviewing expenditures against donor conditions; proactively alerting supervisor to expiring grants and preparing financial utilization reports for donor reporting (when needed).

- Carries out transactions in VISION pertaining to grants for sections such as registering grant allotments and tracking expiring Programme grants.
- Prepare and review funds utilization reports and proactively highlight areas for action (eg expiring grants, Open Commitments).
- Prepare the weekly bulletin tracing the programme budget/financial management indicators, highlighting the critical points as well as the actions to be taken.
- Brief supervisor on whether donor conditions are met on grants expenditure and funds are fully utilized before grant expiry.
- Provides support to: (i) budget monitoring and execution (financial management) of construction funds for the entire office and (ii) monitoring the implementation of the roadmap of the construction works: from the initial phase of submission of the work order to the Supply until the final acceptance of the works and Reporting.

Payroll

The Programme Budget Associate supports planning, creating and maintaining payroll activities to ensure accurate and timely delivery in compliance with UNICEF financial rules and regulations, whilst demonstrating the capacity to research, analyze and evaluate irregular cases, and also to recommend improvements or solutions to payroll issues.

- Plan annual payrolls for all positions in CO in coordination with sections and budget owners as needed.
- Create/maintain cost distribution for all positions according to annual payroll planning.
- Monitor monthly payroll shortfalls and ensure they are covered before deadlines
- Conduct periodic payroll analysis of Country Office to monitor performance (committed, uncommitted, expenditure, balance and gaps) by section.

IV. Impact of Results

Working with a high degree of operational independence s/he is accountable for the handling of complex and intricate finance operations, as well as financial reporting on which the supervisor provides authoritative financial advice which impacts the fundamental work of the country office. In addition, the incumbent is constantly involved in working closely with staff in the handling of specialized and complex processes. These relationships are important to ensure that financial deadlines are met and that proposals and actions adhere to financial policies and rules.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VII. Recruitment Qualifications

Education:	Completion of secondary education, supplemented by relevant technical courses and/or university courses required in a financial management, accounting, audit and/or budget management) or related field.
Experience:	<ul style="list-style-type: none">• A minimum of 6 years of progressively responsible experience in accounting, budget and/or financial management or related field is required.• Experience with budgetary procedures, policies and practices in an international organization is required.• Advanced knowledge of Microsoft Office, especially Excel, required.• Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is considered as an asset.• Experience with IPSAS and/or IFRS is considered as an asset.
Language Requirements:	Fluency in French is required. Knowledge of English is desirable. Knowledge of another official UN language is considered an asset.